Contributions from Individuals [CRO-1210]

Form Description

All contributions from **Individuals** received by the committee during a reporting period should be detailed on this form. This form is specific to contributions from individuals, not from other candidates or committees.

If an individual makes a contribution of $50 or less and that same individual has a sum to date for the election cycle of $50 or less inclusive with the contribution, then that contribution can be disclosed on the Aggregated Individual Contributions (CRO-1205) form.

When a disclosure report is amended only include changed information and check "Yes" at the top of the page.

Line-by-Line Instructions

LINE 1. Provide the complete name of the committee or fund this report covers.

LINE 2. Provide the ID number of the committee or fund.

LINE 3. List each contributor's information separately. Multiple contributions made by this individual may be listed on the appropriate lines. If this is an amendment, use Line 3 to add or remove a contribution.

a. Provide the complete name, mailing address and phone number of the contributor. Phone numbers are optional.

b. Provide the contributor's job title or profession. *Examples: Lawyer, Physician, Self Employed etc.*

c. Provide the contributor's employer's name or specific field of business activity. Please refer to the NAICS classification for specific business fields (available on the State Board of Elections website at www.sboe.state.nc.us). *Examples: Public Law Firm, Local Hospital, Automotive Sales etc.*

d. This space is for any additional information that is necessary for the report. *Example: Candidate's Spouse*

e. List the contributor's election sum to date. This is their total contribution to the committee from the start of the current election.

f. Check the prior report checkbox if this receipt was listed on a previous report and should not count towards the contribution total again. This could be because the contribution was disclosed as an "aggregated individual contribution" in a prior report.

g. List the account code that corresponds to the account to which the contribution applies. Remember to leave all account numbers off of the report in order to preserve confidentiality. Use only the codes provided on the **Certification of Financial Account Information** (CRO-3500). Each committee is responsible for establishing their own account code.

h. List the form of payment of the contribution (cash, check, draft, money order, credit card, debit card or in-kind). Please note that contributions of over $50 can only be made by check, draft or money order. No business/corporate credit cards may be used. If the contribution is other than cash, the treasurer should maintain a photocopy of the payment method.

i. If the contribution is an in-kind contribution, provide a description of the item given to the committee *Examples: Cake, Computer, Food for Fundraiser etc.*

j. List the date the contribution was **received** on behalf of the committee. (Not the deposit date).

k. List the amount of the contribution.

LINE 4. List the total sum of all contributions on the current page.

LINE 5. List the total sum of all CRO-1210 pages. Calculate this by adding Line 4 of all CRO-1210 pages.